

04M-2-12

1403  
DDA 81-2099

13 October 1981

MEMORANDUM FOR: Director of Data Processing  
FROM: Harry E. Fitzwater  
Deputy Director for Administration  
SUBJECT: Letter of Appreciation

Please add my sincere thanks to   
for his outstanding performance. The attached memorandum  
is certainly a tribute to him and the Office of Data  
Processing. I am sure your future support of this  
important project will continue in the same excellent  
manner.

25X1

Harry E. Fitzwater

Att

ODDA:kmg (13 Oct 81)

Distribution:

Orig/- Adse w/Orig Att

1 - DDA Subj w/cy of Att

1 - DDA Chrono

1 - HEF Chrono

Att: Memo dtd 28 Sept 81 to DDA and D/NFA, fr D/OPP, subj:  
Assistance in Developing an Automated Reference Center  
for the Publications Review Board (DDA 81-2099)

DOWNGRADE TO UNCLASSIFIED  
UPON REMOVAL OF ATTACHMENT

CONFIDENTIAL

81-2535

28 September 1981

81-2535  
1403

MEMORANDUM FOR: ✓ Deputy Director of Administration  
Director, National Foreign Assessment

FROM: Robert M. Gates  
Director, Policy and Planning

SUBJECT: Assistance in Developing an Automated Reference Center  
for the Publications Review Board

1. The DCI has directed me to ensure that necessary personnel and other resources are available for development of an automated data storage and retrieval system to support the Publications Review Board. [ ]

25X1

2. A recently-completed study performed jointly by DDA/ODP and NFAC/OCR recommended assignment of a full-time professional data base manager to the PRB Executive Secretariat. I have acted to fill this position. The study also concluded the next step to be taken is a file design/requirements study, which will require three months time from an indexer and a computer systems specialist working alongside the data base manager. [ ]

25X1

3. I will notify you when the data base manager is in place. At that time, I will also ask you to provide the necessary experts to work with that person; i.e., an indexer from OCR and a computer systems specialist from ODP. [ ]

25X1

4. Many thanks for the cooperation we have received on this project to date. Special thanks should go to [ ] ODP, and [ ] [ ] OCR, for their collaboration on an excellent preliminary study. [ ]

25X1

25X1

25X1

25X1

Robert M. Gates

25X1

## ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	ED/DDA	<i>an</i>	14 OCT 1981
2.	ADA	<i>H</i>	10-15 OCT 1981
3.	DDA	<i>RTS</i>	15 OCT 1981
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

*Cys to ea DDA OD + Staff.*  
 15 OCT 1981 BA

*Announced at 15 OCT 1981 DDA Staff Mtg*

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

☆ GPO : 1980 O - 311-156 (17)

OPTIONAL FORM 41 (Rev. 7-76)  
 Prescribed by GSA  
 FPMR (41 CFR) 101-11.206